

All Saints Pastoral Council Minutes  
April 14, 2010

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Members Present: Ken Jacks, Johanne Schmidt, Tammy Hasenoehrl, Fr. Les Kish, Fr. Dat Vu, Mark Brigham, Bill Neumayer, Deb Snyder, Joyce Majure, Carlene Skelton

Guests: Jessica Goodman, Youth Coordinator

Meeting called to order at 5:20pm. The meeting was opened with prayer and reflection led by Fr. Les.

**Review and Approve Minutes**

Joyce moved that the minutes of the March 4, 2010 meeting be approved. Tammy seconded. The motion carried.

- **Youth Ministry Report-Jessica Goodman**

Confirmation is on Tuesday, April 22, 2010 @ 7pm at St. Stanislaus. The council was invited to attend. Jessica outlined her plans from now until the end of the school year. Youth group is moving into a transition period and for the remainder of the school year Junior & Senior high groups are meeting together. In this process they have expanded their time from 1 hour to 1 ½ hours. The youth are excited about that as they have been asking for an expanded meeting time.

The youth are preparing to participate in a 30 hr. famine on April 23, 2010 to raise funds and awareness for world hunger. The participants have been raising funds, each youth pledged to raise \$360.00. They chose to send the funds they raise to feed kids in Ethiopia. That dollar amount represents one year's food for a child in that country. Jessica has also pledged to raise that amount and will be participating in the famine herself. Jessica reported they are offering the Jr. & Sr. high youth free dance lessons –born of a youth's senior project. The purpose is to move youth from the current trend of the bump & grind style of dancing to a more structured style such as the Two-step and Western Swing. They had great attendance for the first session and are offering two more sessions. The youth are selling discount cards to earn their way to World Youth Day in Madrid, Spain in August 2011. Jessica successfully solicited council members for both causes.

She has three summer activities planned. In June the incoming 7<sup>th</sup> graders through the 2010 graduates are going Geo caching. In July they are going up to Spokane for laser tag in a 3 level facility. Jessica is also going to look into the cost of adding a side trip to Silverwood Theme Park and camping in their adjoining campground. August will find them going to the Aquatic Center in Clarkston. She has visited with the sixth grade classes at All Saints Catholic School & the St. James religious education class. There are no religious education classes at Lourdes or St. Stan's this week, so she will visit both those sites next week (4/25/10).

Bill asked if she had been to the other schools. Jessica stated she had not, and she is planning to go to both Sacajawea & Jenifer Jr. Highs before the end of the current school year. Her focus is on junior high recruitment. Next year youth group is going to "Super Duper Sundays". Youth group will be two hours from 6:30-8:30pm and will be broken down into sessions. The basic format will be to have the youth open together as a large group, split off into groups for prayer & program sessions, then come back together as a large group to finish out. She has ordered formation books for her youth council to study with her.

The council encouraged Jessica to keep up her enthusiasm. Jessica expressed how thrilled she is to be here in Lewiston and thanked the council for their support & their financial support.

- **Update on Parish Administrator -Mark**

Mark reported the possible candidate the council spoke about last month has now withdrawn and is accepting a position out of state. Another prospective candidate has turned in a cover letter, resume & references. Mark described this person as being a very spiritual person who attends one of the local Catholic churches. He doesn't know any of this person's business qualification other than what is on the resume. Mark recommends an interview be given to this candidate.

Tammy reported she has had no submissions from the college and university ads. Mark sought and was given approval to go forward with additional advertisement in the Lewiston Tribune, The Spokesman (Spokane) and the Idaho Catholic Register. The council discussed & identified other regional Catholic newspapers they believe could

be beneficial in the search to fill this position. The council decided to advertise in the following dioceses: Boise, Baker, Spokane, Salt Lake, Yakima & Helena.

Joyce outlined the challenges of trying to pull in people from outside the area. Mark stated his belief there is someone in this region that could be a good fit for this position.

Fr. Les asked if we were missing something; Mark explained the level of qualifications we are looking for doesn't match what salary we are offering.

Joyce suggested consulting with the members of the finance committee for possible local candidates.

The council delegated specific duties to assure timely advertisement of the parish administrator position.

Tammy will contact WSU and U of I. She will also place ads on Monster.com and Craigslist. Mark was given an advertisement budget. Fr. Les asked for a firm deadline. It was decided the position would be open until May 31, 2010 or until filled. Mark will place ads in the Spokesman & Tribune. Deb suggested posting it to both our websites. Mark will get the job description to Gail for her to post to the website. Interviews before a panel are anticipated in June.

- **Building Committee Project Update-Bill**

Bill referred to an email he received from Doug Benson, MCM architect, in which Doug stated he has received a signed copy of the contract for Kenaston Corporation and authorization from Diocesan Finance Officer, Pat Crisler, to complete design documents to the 100% level with a completion deadline of May 12, 2010. Fr. Les has approached Bishop Driscoll and been given approval to submit a proposal to break ground and begin infrastructure work this summer.

Larry Hellhake called Bill this afternoon and informed him he had been contacted by an entity stating they are very interested in the 5<sup>th</sup> Avenue property. They see it as a potential need down the road. Larry explained to the interested party all proposals were being considered.

- **Finance Committee Update-Bill**

Fr Les asked Bill to contact the finance committee to get some help for Sheila Bond, temporary part-time All Saints bookkeeper. Fr. Les stated someone who knows how the system is functioning needs to be on hand to answer Sheila's questions. Bill asked if Pat Nuxoll, finance committee, would have some time after 4/15/2010 to help in this area. Fr. Les stated he would and that he was doing some things even now.

Fr. Les has reported to Pat Crisler and the diocese the current situation regarding bookkeeping issues at All Saints. Father reports that the collections are being counted, recorded and deposited each week. There are some filing issues that were reviewed as well. The system for collection counting was outlined. Joyce asked why the collection report in the bulletin has not yet been combined as had been approved? The council discussed at length the procedures being followed. Fr Les outlined the system currently in place to pay bills, the finance committees tracking system, and record keeping as well as an overview of current policies and procedures. Fr. Dat recommended this issue be dealt with in the finance committee. Bill stated he would be at the finance committees April 21, 2010 meeting and would take the issues being discussed to that committee.

Fr. Dat recommended supporting the individual churches identities by reporting the collections separately. There are concerns by a number of parishioners that publishing the numbers separately may actually contribute to furthering conflicts and resentment rather than joining together for the financial benefit of the entire parish. Joyce will follow up with the finance committee and Sue Ahlers to get weekly collections reported and published as per the approved recommendations.

In regards to the 2009 Idaho Catholic Appeal shortfall, the diocese has forgiven half of the amount in arrears. Approximately \$14,000.00 will need to be withdrawn from the All Saints savings account to pay that shortfall. The diocese and the finance committee recommend a forthright disclosure to the community bringing attention to this shortfall and, reporting the current status of the 2010 Idaho Catholic Appeal indicates we are on track for a shortfall this year also. The finance committee is seeking direction as to who is going to make this announcement to the community. The council came to the consensus that members of the finance committee would make this announcement. Several strategies to reach the 2010 goal were discussed. It was decided there would be a specific

deadline when concentrated personal contact would be made with parishioners who have not yet participated in the 2010 ICA.

- **Old Business**

- **Permanent Bookkeeper**

The timeframe to submit resumes for the position has expired. Fr. Les stated he has 10 to 12 resumes to pass on to the finance committee. Bill asked if the committee had a deadline for a hire date. The council discussed what could be done to get this position hired. Fr. Les agreed Ken could expedite the resumes being delivered to the finance committee. Parishioner, Sheila Bond, has come forward as a temporary part-time All Saints bookkeeper. She will be in the All Saints office at Our Lady of Lourdes two days a week. She does not have the time to do the job fulltime.

- **Staffing at three offices**

Fr. Les outlined the current staffing as Gail Estes at St. James, Heidi Munoz at St. Stanislaus, and Sue Ahlers at Our Lady of Lourdes. When the two vacant positions, bookkeeper and parish administrator, are hired they will both make their offices at the St. Stanislaus location.

Johanne asked the office hours and staffing of the three church offices be published in the bulletin.

- **Copier (ask attorney to look at contract)**

Bill asked Sue if she ever heard back on the copier. He did not get a definitive answer. Sue outlined a proposal the company had made to replace the copier at no additional cost for an extended lease contract. The council is in agreement they don't want to extend the lease. Carlene offered to research the terms and conditions of the lease with H & H.

- **Bulletin**

We are at this time outsourcing the printing of our weekly bulletin. The advertisers are paying the expense for this printing service.

The council is looking forward to having some new resources for Sue to work on with this change in her job duties.

- **Communication**

- **Website**

The council was made aware the email account tied to the council website has been unattended. The emails that have accumulated over an extended period of time were given to the council for their review. The council will contact parishioners who had sent email questions thanking them for their communiqués and apologize for the councils delay in responding.

Gail was directed to find out if this email account can be directed to a specific council members account.

Johanne offered to have her account be the contact address and to monitor the councils account.

- **Parish @ large**

They council discussed the amount and set up of what would be published in the bulletin in a consistent manner and reoccurring timeline. Recent breakdowns in the publication of information were discussed.

A system was developed that will allow the communication committees representative, Cindy Ulmen to submit her summary to council member Joyce Majure for review. Joyce will submit the final version to Sue Ahlers for publication in the bulletin. This system reflects Fr. Les' delegation of his previous duties to Joyce.

- **Schedule next meeting**

The next monthly meeting of the council will be on May 12, 2010, 5:15 pm at Our Lady of Lourdes.

- **Executive Session**

The council concluded the session in executive session to discuss:

- **Role of Pastoral Council---Fr. Les Discussion of letters**

**Closing Prayer**

*Respectfully submitted by,  
Gail Estes*